

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION:	Chief of Motor Vehicle Operator Control	CLASSIFICATION CODE:	02751800
	SALARY RANGE:	135A, \$67,568 - \$76,523	REFERENCE POSITION NO.:	2556-10700-42
	Department or Agency Name	Revenue	APPLICATION PERIOD:	1/29/2013 - 2/8/2013
	Division/Section/Unit	Motor Vehicles		No Grace Period
	Assignment(s) / Comments	Pending Budget Approval		
	Shift and Days:	35.0 Hour Non-Standard Work Week	Job Location:	Cranston, RI
	Restrictions/Limitations:	Limitation - Leave to Protect Status		
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No X		
	Name of Bargaining Unit Union:	Non-Union		
	There is* _____ is not X a Civil Service List for this position	See A/B or Both for Specific Instructions		
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	To be responsible for reviewing all reports and investigations concerning traffic violations, and violations of other laws enforced by the Division of Motor Vehicles, in order to determine whether motor vehicle operators' licenses and registrations should be suspended, revoked, or cancelled in accordance to law; To be responsible for reviewing all state and local police and registry inspectors' reports and investigations concerning traffic violations, or concerning other violations of laws, or concerning other violations of laws enforced by the Motor Vehicles Administrator; To be responsible for examining and evaluating such reports and investigations in the determination of: suspension, revocation or cancellation of drivers' licenses and registrations, issuance of warning letters to violators, or issuance of appearance notices for warnings on hearings before a Hearing Officer; To be responsible for the tabulation of records of all convictions and withdrawals of driving privileges; To do related work as required. Job description available at www.hr.ri.gov/classification/descriptions/jobspecs.php			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing, and Experience: Such as may have been gained through: employment in a supervisory position involving the conduct of hearings on, or the making of investigations of, traffic violations and motor vehicle accidents resulting in personal injury and property damage and involving the making of recommendations thereon. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Lisa Middleton Public Safety HR Service Center DMV - Cranston 600 New London Avenue Cranston, RI 02920		E-mail address: lisa.middleton@hr.ri.gov TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER